



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
LANSING

DAN WYANT
DIRECTOR

DATE: May 9, 2003

TO: All Local Health Departments (LHD's)
Attn: Health Officer/Director of Environmental Health/Chief Sanitarian
Michigan Department of Agriculture (MDA)
Attn: Food and Dairy Division Managers

FROM: Thomas Crook, Manager
Food Service Sanitation Section
Food and Dairy Division

A handwritten signature in black ink, appearing to read "Thomas Crook".

SUBJECT: Food Service Establishment Licensing Workgroup

The Michigan Department of Agriculture (MDA) is developing a workgroup to determine improvements to the food service licensing system specific to the printing of renewal applications and licenses. The workgroup will focus mainly on short-term improvements that can be implemented for the 2004-2005 licensing year, although the group may lay the groundwork for long-term changes. We need you to help us understand the impact of change upon local health.

The workgroup is expected to convene 3-5 times between June and October. The initial meeting will be in Lansing. Some communication may be conducted electronically. MDA is asking for the following local health department representation: licensing staff, field sanitarians and food program managers or environmental health directors.

MDA representation will include: license processing staff and managers, regional inspectors/supervisors plus a food service sanitation section representative.

Interested local health department participants should contact: Steve Tackitt, MALEHA Food Committee Chairman at 734-727-7432 by May 23, 2003. MDA staff should contact their supervisor.

I am certain that local health has a number of good ideas that can be implemented to improve the overall licensing process. Please take the time to collect your staff's best ideas and return them on the attached survey.

Food Service Licensing Suggestions Survey

Immediate Reason for Change: MDA currently prints all licenses and renewal applications in duplicate on NCR forms using tractor-fed impact printers in Lansing. The method is slow, labor intensive and uses old printers that are considered obsolete by the Michigan Department of Information Technology (DIT).

Because of the "obsolete" status, DIT will no longer support our printers and we therefore, need to develop an alternative system for printing licenses and renewal applications. While it may be a challenge to re-design our printing process, it also opens the door to be creative. It gives us a chance to assess whether our current procedures are still necessary

For example, our current forms run in duplicate so that the health department can maintain a copy in their files. Is this still necessary? Are there other methods that the health departments use to maintain this data? Is it necessary to have copies of the application and license on colored paper? Is there another way to show that a license is renewed without re-printing the license each year?

We are seeking your ideas in re-designing our printing process for the 2004-2005 license year.

Some ideas have already been submitted, including the concept of renewal license stickers, similar to license plate tabs. **Ideas should be submitted on this form and include as much detail as possible.** A workgroup will be convened to select the top ideas and develop implementation plans.

Name: _____ Agency: _____

Phone: _____ E-Mail: _____

Please return by June 10, 2003 to :

Attn: Kevin Besey
Michigan Department of Agriculture
Food & Dairy Division
Food Service Sanitation Section
PO Box 30017
Lansing, MI. 48909

Please attach additional sheets as needed.